



WESLACO INDEPENDENT SCHOOL DISTRICT

Public Information Office
319 W. Fourth Street * P.O. Box 266
Weslaco, Texas 78596-0266
(956) 969-6505 * (956) 969-2664 (Fax)



PUBLIC RECORDS-INFORMATION REQUEST

Page 1 of 2

REQUEST FOR RECORDS

In accordance with Weslaco ISD School Board Policy GBA-Legal (Public Information Program: Public Records), and the Open Records Act, I hereby request that copies of the following records of the Weslaco Independent School District be made available for my inspection or duplication. I agree to pay the duplication costs as listed on the Schedule of Charges, (see back).

Inspection Only	Number of Copies Requested	Public Information Requested (include description adequate to clarify request)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of Person Requesting Information: _____

Address: _____

City, State, Zip Code: _____

Cell Phone / Telephone Number: _____

E-mail address: _____

Signature of Person Requesting Information: _____

Date : _____

Notes:

SCHEDULE OF CHARGES

In compliance with Weslaco ISD School Board Policy GBA ó Legal (Public Information Program: Public Records), and the Open Records Act, the Weslaco Independent school District has established the following charges for the noncertified photographic reproduction of public records by using standard office copy machines for letter, legal and ledger size.

1. Information readily available. (50 copies or less):

8.5" x 11" or 8.5" x 14" 11" x 17" (ledger size)	All copies	\$.10 cents each
	All copies	\$.15 cents each

2. Information readily available. (51 Copies or more):

8.5" x 11" or 8.5" x 14" 11" x 17" (ledger size)	First copy	\$.85 cents each
	Additional copies	\$.15 cents each

3. Information not readily available (any quantity):

8.5" x 11" or 8.5" x 14" 11" x 17" (ledger size)	First copy	\$.70 cents each
	Additional copies	\$.15 cents each

*plus actual labor costs incurred by the Weslaco School District in providing the requested information.
 (see *Weslaco ISD School Board Policy GBA-Legal and GBAA Exhibit*)

The District's actual labor cost of providing information may include costs of locating and preparing the information and may be computed by multiplying the amount of time actually spent in these activities times a salary rate of the employee performing these activities.

Note: Individuals who need a duplicate copy of **Request For Records** (page 1 of 2 ó Set A) form will be charged 10 cents per copy.

If the records are mailed, the actual fee for postage shall also be charged.

STATEMENT OF CHARGES

NOTE: Receipt of payment required prior to release of copies of records.

Staff member in charge of request: _____

Office: _____

Person requesting records: _____ Date _____

1. Readily available. (50 copies or less):
 _____(letter / legal) copies @ .10 cents per copy
 _____(ledger) copies @ .15 cents per copy
2. Readily available. (51 copies or more):
 _____(letter / legal / ledger) copies (first copy) @ .85 cents per copy
 _____(Ledger) copies @ .15 cents per copy
3. Not readily available (any quantity):
 _____(letter / legal / ledger) copies (first copy) @ .70 cents per copy
 _____copies @ .15 cents per copy

Other costs (explain): _____

TOTAL TO BE COLLECTED

Date Payment Received: _____

Date Information Furnished: _____

Payment Received By: _____